

## NEW CS138 RELATED ADPICS FUNCTIONALITY IN MAIN

Effective Monday, January 24, 2000, new ADPICS functionality will be available to MAIN users. A workgroup, consisting of personnel from several state agencies as well as central control agencies, was formed in July of 1998 to explore the possibility of modifying ADPICS to better accommodate the CS138 process. Because of the significant impact to all agencies, this project was a high priority of the Purchasing Special Advisory Group (SAG) and the Financial Management Users Group (FMUG).

The following table contains a list of new and modified ADPICS screens.

Subsystem	Screen Number	Screen Name	New	Mod
Menu	2000	Procurement Transactions Menu		X
	2005	Secondary CS138 Menu	X	
	8000	Change Order Menu		X
CS138	2117	CS138 Header Entry		X
	2118	CS138 Detail Entry	X	
	2119	CS138 Review Comments Entry	X	
	5770	Non-Jurisdictional Commodity Code Entry	X	
	5760	Union/Nere Code Entry	X	
	2114	CS138 By Department	X	
Subsystem	Screen Number	Screen Name	New	Mod
	2113	CS138 Commodity Summary	X	
Advice of Change/	8010	Advice of Change		X
Document	8500	Document Cancellation		X
Cancellation	8700	CS138 Change Order Inquiry	X	
Requisitions	2100	Requisition Header Entry		X
	2109	Requisition Accounting Detail		X
	2110	Requisition Detail Entry		X
	2120	Requisition Commodity Summary		X
	2140	Requisition Document Inquiry		X
	2430	Requisition Detail Inquiry		X
Purchase Order /	2364	Direct Purchase Order Accounting Detail		X
Direct Purchase Order	2365	Direct Purchase Order Detail Entry		X
	2346	Purchase Order/Contract Details		X
Blanket Purchase	2342	Blanket Purchase Order Writing		X
Order	2348	Blanket Purchase Order Detail		X
	2349	Blanket Purchase Order Schedule Detail		X

	2350	Blanket Purchase Order Commodity Summary		X
Direct Voucher	1800	Direct Voucher Header Entry		X
	1810	Direct Voucher Detail Entry		X
	1809	Direct Voucher Accounting Detail		X
	1820	Direct Voucher Commodity Summary		X
Voucher	1420	Voucher Detail Entry		X
	1450	Voucher Commodity Summary		X

A description of the system enhancements is summarized below:

- Changed the existing CS138 Header Entry screen (PCHL2117) to include new fields and edits, as well as changes in the location of current fields and deletion of some nonessential fields.
- Added F2 - SELECT capabilities on commodity code, vendor, document type and union/nere code fields to the PCHL2117 screen.
- Added a new CS138 Detail Entry screen (PCHL2118) to give users the capability to include multiple personal service commodity codes on the same CS138 and block fields to enter the nature of the service and how the request meets the Civil Service standards.
- Added new inquiry screens PCHL2113 CS138 Commodity Summary and PCHL2114 CS138 By Department.
- Added new PCHL2119 Review Comments Entry screen for Civil Service review comments.
- Added F12-PRINT CS138 function on the PCHL2117 screen.
- A CS138 ID field has been added to the detail screens for requisitions, POs, direct purchase orders, direct vouchers, vouchers and BPOs, which allows multiple CS138 numbers per document.
- Edits have been added to the above mentioned screens to help ensure the data added to the CS138 ID field is correct.
- A new BPO ID field has been added to the Direct Voucher Header Entry screen (PCHL1800). However, this does not add full BPO functionality to the direct voucher.
- An edit has been added to ensure the BPO ID has been entered by the user if the document type on a requisition or a direct voucher is "BP," or the purchasing type on the PO or direct purchase order is "BP."
- Advice of Change (AOC) and Document Cancellation capabilities have been added to the CS138 process.
- Self-study training materials and a new FACS training class, AD21 CS138 Processing, have been developed for MAIN users. The AD21 class will be offered in February 2000. The self-study materials and training schedules are available on the MAIN Enterprise Information System Webpage at <http://mainweb.state.mi.us>.

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